

STATE OF NORTH CAROLINA

Approved Classification: \_\_\_\_\_

OFFICE OF STATE PERSONNEL

Effective Date: \_\_\_\_\_

Analyst: \_\_\_\_\_

POSITION DESCRIPTION FORM (PD-102R-92)

(This Space for Personnel Dept. Use Only)

1. Present Classification Title of Position Transportation Technician I	7. Pres. 15 Digit Position No.	Prop. 15 Digit Pos. No.
2. Usual Working Title of Position Transportation Technician	8. Department, University, Commission, or Agency Department of Transportation	
3. Requested Classification of Position Transportation Technical Aide II	9. Institution & Division Division of Highways	
4. Name of Immediate Supervisor	10. Section and Unit Location & Surveys Unit	
5. Supervisor's Position Title & Position Number TE II - Property Surveys 00908	11. Street Address, City and County 1020 Birch Ridge Dr., Raleigh, N.C.	
6. Name of Employee	12. Location of Workplace, Bldg. And Room No. Century Center Bldg. B.	

I. A. Primary Purpose of Organizational Unit:

The primary purpose of Location & Surveys is to serve as support services in providing engineering analysis, mapping and other data for the design of transportation facilities and the acquisition of property for the construction of transportation facilities.

B. Primary Purpose of Position:

This is an entry level technical position supporting higher level technicians and engineers. Employee may perform a limited range of standard electronic design drafting, calculations and computations. Work includes receiving preliminary maps from field offices, requesting plots of maps, checking tables of metes and bounds and table of areas, and visual checking maps for standard appearances and submitting for copies to be distributed. Employee also prepares special exhibits to be used by the Attorney General's office in litigation.

C. Work Schedule:

Normal work hours are 7:30 AM to 4:30 PM, Monday through Friday, with 1 hour for lunch. Flex time or seasonably variable work hours may be used in individual offices based upon needs and circumstances.

D. Change in Responsibilities or Organizational Relationship:

Duties of position have not changed. This is a definition of present duties as they exist.

- II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES: Method Used (Check One)      Order of importance ☐  
Sequential order ☒

Place an asterisk (\*) next to each essential function. (See instructions for complete explanation.) Please note percentage of time for each function.

No.    %

- |   |     |   |
|---|-----|---|
| 1 | 50% | <b>Map Checking</b> - Request plots of preliminary property survey maps received from field offices. Check all tables of metes and bounds for accuracy by use of calculators, computers, and engineering software.  |
| 2 | 20% | <b>Non-CADD Exhibit Preparation</b> - Locate and order aerial photographs of subject property to prepare exhibits with detailed overlays showing impact of project to property.   |
| 3 | 20% | <b>CADD Exhibit Preparation</b> - Assist higher level technicians in reading, comprehending and interpreting data on CADD files, plan sheets, deeds, and property survey legal files in preparing final property survey maps as exhibits in condemnation cases. Performs a limited range of electronic design drafting (CADD) and a limited variety of calculations and computations in preparing final property survey maps. |
| 4 | 05% | <b>File Maintenance</b> - Maintains property survey files, requests copies of maps, and distributes copies to appropriate offices.  |
| 5 | 05% | <b>Other</b> - Other tasks as requested by supervisor or other Unit management  |

- II. B. OTHER POSITION CHARACTERISTICS: (con't)

1. Accuracy Required in Work:

Performed computations are exact. Accuracy in all calculations require all distances to be to 0.01 of a foot and all areas to the 0.01 of a square foot, acre, square meter, and hectare.

2. Consequence of Error:

Errors cause delays in the completion of plans, erroneous design and costly revisions. Errors in mapping and exhibits could cause erroneous right of way agreements and settlements, postponements of court cases and money paid for incorrect right of way. Errors may cause problems not only for the immediate project but also, when legal documents are drawn from plans and maps which contain errors, for property surveys of and around subject property for many years to come.

3. Instructions Provided to Employee:

Receives verbal and some written instruction from higher level engineers and technicians on a daily basis.

4. Guides, Regulations, Policies and References Used by Employee:

Uses applicable NCDOT standard engineering and surveying procedures and practices received from higher level engineers.

5. Supervision Received by Employee:

Employee receives assistance and instruction from higher level technicians and engineers. All work is reviewed by TE II.

6. Variety and Purpose of Personal Contacts:

Occasional contact with field offices and technicians from other units within NCDOT. Some contact with representatives from the NC Attorney General's Office.

7. Physical Effort:

Strenuous physical effort is not required. Stress management is a major concern. Duties require long periods of work at CADD workstation which involves intense concentration.

8. Work Environment and Conditions:

Work is primarily limited to office duties located in the central office of the Location and Surveys Unit in the Century Center building "B". Some outdoor activities may be required. Travel across the state may be required at times.

9. Machines, Tools, Instruments, Equipment and Materials Used:

A general knowledge of field engineering surveying instrument such as theodolites, electronic distance measuring devices, and office machinery including calculator, computers, and CADD workstations. Mainframe terminal, PC computers, calculators and CADD workstations are used on a daily basis.

10. Visual Attention, Mental Concentration and Manipulative Skills:

Close visual attention is required during computations, CADD operations, review and checking of maps and legal documents contained in the legal file. Employee must be prepared to make sound decisions on short notice. Mental alertness is vital while making decisions involving engineering principles and applications

11. Safety for Others:

Most of the work performed by the employee is independent of other employees. However, practical application of work duties and an overall concern for fellow employees must be executed and ever present in the mind of all employees.

12. Dynamics of Work:

Software for electronic instrumentation and CADD use by Location and Surveys is updated continuously. Training must be supplied to our personnel. Property survey condemnations are increasing each year. Personnel and scheduling changes must be made to assure that due dates are met.

III. KNOWLEDGES, SKILLS & ABILITIES AND TRAINING & EXPERIENCE REQUIREMENTS:

A. Knowledges, Skills and Abilities:

General knowledge of math and trigonometry. Knowledge of engineering surveying instruments and an understanding of route location survey nomenclature. Skill to perform basic computations using calculator. Ability to understand verbal instructions.

B. 1. Required Minimum Training:

Graduation from a technical college with a degree in Civil Engineering Technology.

2. Additional Training/Experience:

Additional training as needed will be supplied by supervisor and Location & Surveys Unit or NCDOT Training Personnel.

3. Equivalent Training and Experience:

Graduation from high school and two years of progressive transportation experience; or and equivalent combination of training and directly related experience.

C. License or Certification Required by Statute or Regulation:

NC Driver's License required

IV. CERTIFICATION: Signatures indicate agreement with all information provided, including designation of essential functions.

Supervisor's Certification: I certify that (a) I am the Immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Certification: I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Section or Division Manager's Certification: I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head or Authorized Representative's Certification: I certify that this is an authorized, official position description of the subject position.

Signature \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_